



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12620.1A
N12
15 January 1999

COMSC INSTRUCTION 12620.1A

Subj: WORK SCHEDULES

Ref: (a) 5 CFR 610
(b) CPI 610

Encl: (1) Work Schedule Request (MSC 12620/1) (2-90)
(2) Sample Flexitime Record (MSC 5330/6)

1. Purpose. To establish policy, procedures and responsibilities for work schedules and office coverage for the Military Sealift Command (MSC), in accordance with references (a) and (b).
2. Cancellation. COMSCINSTs 5330.5D and 12620.1.
3. Applicability. This instruction is applicable to all military and civilian personnel in full-time permanent positions of MSC except those whose hours of duty have been established to meet special operational requirements, personnel assigned to "shift hour duty" and civil service mariners (CIVMARS) whose work rules are in the Civilian Marine Personnel Instruction (CMPI). It pertains specifically to hours of work Monday through Friday. Personnel on temporary duty assignments will observe the hours of work in effect at their temporary duty station. Modifications to accommodate military duties, e.g., watchstanding will be made whenever possible.
4. Security. Compressed Work Schedule (CWS) and Flexible-time (Flexitime) Work Schedule (FWS) personnel must assume greater responsibility to ensure prevention of security violations.
5. Action. All personnel will ensure compliance with this instruction and fully support implementation within their respective organizations.

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6. Forms. Electronic versions of MSC 12620/1 and MSC 5330/6 are available on the MSC Headquarters Local Area Network (LAN). To access from the Word for Windows menu, click on "File," "New" and 12620/1 or 5330/6. Other addressees may obtain electronic versions by forwarding a request to cheryl.miller@smtpgw.msc.navy.mil or nancy.barr@smtpgw.msc.navy.mil.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (MSC NFAF East/West)

41D (MSC Offices)

41E (APMC)

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CHAPTER 1

GENERAL

1-1 Policy. It is COMSC policy that work schedules will be developed to support flexibility for employees and managers, improve the quality of working conditions, enhance productivity, improve individual accountability and improve service. Accordingly, with prior management approval and subject to mission requirements, employees may establish a work schedule different from the official agency hours of 0800 to 1630, using either a FWS or CWS. Supervisors and management officials must ensure that a sufficient work force is present to conduct command business. Participation in either a FWS or CWS may be further restricted or expanded as appropriate by Commander, Military Sealift Command (COMSC) or his designee.

1-2 Definitions

a. Basic Workweek. Number of hours (except overtime hours) an employee is required to work (or account for by leave); synonymous with tour of duty. The basic workweek regular hours are 0800 - 1630.

b. Compressed Work Schedule (CWS). A schedule that enables an employee to work 80 hours per pay period in less than 10 workdays. Throughout MSC, a compressed work schedule, if approved for use in the activity, will be the 5/4 9 schedule. Chapter 3 of this instruction contains procedures and responsibilities for CWS.

c. Core Time/Core Hours. Core time is the designated period(s) during which all employees must be present for work. For MSC, the core hours are 0900-1130 and 1300-1530; see Chapter 2 for further information and requirements.

d. FWS or Flexitime. FWS is an authorized departure from the normal fixed workday to permit employees to work 8 hours a day within an expanded time frame. Two basic requirements of flexitime are that employees must be present during core time, and employees must account for the total number of required work hours each day through the use of a flexitime record. Chapter 2 contains flexitime procedures and responsibilities.

e. Regular Day Off (RDO). The day in a pay period that the employee participating in CWS is scheduled to take off work.

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f. Flexitour. A schedule in which an employee selects starting and stopping times within the flexitour time bands provided and continues to adhere to these times.

g. Holiday Pay. Pay that is appropriate for non-overtime work on a holiday (or a day designated as the “in lieu of” holiday). Full time employees are entitled to basic pay plus premium pay equal to basic pay for holiday work, not to exceed compressed schedule.

h. Leave. Time off during an employee’s basic work requirement that must be charged to an appropriate leave category (e.g., annual, sick, etc.).

1-3 Responsibilities

a. COMSC is responsible for ensuring that MSC Work Schedule Program complies with law, regulation, OPM, DOD and DON policy.

b. The Maritime Forces and Manpower Management Directorate (N1) will:

(1) Provide basic policies and procedures consistent with reference (a) for work schedules.

(2) Provide guidance and assistance for implementing, managing and administering the program as may be required.

c. COMSC Comptroller will:

(1) Track approved work schedules.

(2) Maintain work schedule database for issuance of reports and preprinted time cards/sheets.

d. Area Commanders, Program Managers, Functional Directors/Core (FD/Core), Special Assistants and comparable organizational heads (i.e., Comptroller and Counsel) will:

(1) Implement, manage and administer the Work Schedule Program, including determining extent to which employees of the office may participate in the Work Schedule Program.

(2) Heads of subordinate components collocated with an MSC Area Command will coordinate work schedules with the Area Commander, as may be appropriate.

(3) Review and approve work schedules.

(4) Discharge bargaining obligations as may be appropriate with the applicable representative over the implementation and administration of work schedules within their respective organization and subordinate component(s), in conjunction with their servicing HRO/HRSC.

e. Supervisors will:

(1) Develop and recommend approval of individual work schedules, monitor and ensure compliance and integrity.

(2) Ensure that employee work schedule changes are recorded and approved using Enclosure (1).

(3) Ensure that productivity is maintained, minimum coverage requirements are fully satisfied, and mission requirements are met.

(4) Monitor employee performance under FWS and CWS and revoke the privilege for any staff member who abuses it.

f. Timekeepers will:

(1) Ensure that time and attendance cards/sheets are properly completed and submitted in a timely matter.

(2) Maintain accurate and complete leave and attendance records using a sign-in/sign-out procedure or independently record the time.

(3) Provide new employees with Work Schedule Request (Enclosure (1)).

(4) Provide copies of approved work schedule requests to the Comptroller.

g. Employees will:

(1) Obtain supervisor's approval for scheduled hours of work and any deviation from this schedule.

(2) Record time in, time out and leave taken on the appropriate record.

(3) Maintain productivity and increase efforts to provide a full day's work for a full day's pay.

(4) Comply with all provisions of this instruction.

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1-4 Procedures

- a. Work Schedules. Employees must elect one of the following work schedules:

(1) Basic Workweek (regular hours). Official working hours are from 0800 to 1630.

(2) Flexible-Time Work Schedule. See Chapter 2 for information and examples of FWSs.

(3) Compressed Work Schedule. See Chapter 3 for information and examples of CWSs.

b. Work Schedule Requests. Employees will submit written work schedule requests. First level supervisors will review all work schedule requests and recommend approval, adjustment or disapproval and forward the form through the usual and customary chain of command for review and approval. Final approval authority is delegated to a level no lower than Division Directors, consistent with the organization's policy. Work schedule request forms must be kept on file with the timekeeper.

- c. Work Schedule Change

(1) Employee requests for change to an established work schedule must be in advance of the effective date of the change, in writing and must be approved prior to a scheduled change. Permanent changes are effective at the beginning of the pay period following approval.

(2) Supervisors will notify employees as soon as possible in advance of management/mission required work schedule changes. Temporary changes to an employee's work schedule are made for no less than 1 pay period.

d. Overtime or Compensatory Time. Overtime or compensatory time, where applicable, will be given to civilian employees when they perform work in excess of:

(1) 9 hours on a schedule 9-hour workday,

(2) 8 hours on a schedule 8-hour workday, or

(3) 80 hours in a biweekly pay period.

e. Schedule Adjustments for Religious Observances. To the extent that adjustments in work schedules do not interfere with the efficient accomplishment of the mission, an employee whose personal religious beliefs require that the employee abstain from work at certain times of the workday or workweek must be permitted to work an alternative work schedule so that the employee can meet the religious obligation.

(1) The hours worked in lieu of the normal work schedule do not create any entitlement to premium or overtime pay.

(2) The employee must request to his/her supervisor for an adjusted work schedule in advance.

f. Leave, Training and Travel. See Chapters 2 and 3 for guidance on leave, training and travel procedures for each applicable work schedule.

g. Termination of CWS or FWS. CWS or FWS may be withdrawn from any MSC organization, organizational unit or individual staff member by COMSC or designee in cases of decreased productivity. Also, individual supervisors may lose the CWS/FWS privilege if office productivity is not maintained.

CHAPTER 2

FLEXTIME WORK SCHEDULE

2-1 Procedures and Requirements Applicable to FWS

a. Work Hours

(1) Flexitime work hours are between 0700 and 1800. The official agency hours of 0800 to 1630 are used.

(2) Eligible employees schedule their 8 hours of work and lunch period within the period of 0700 to 1800 but must be present during the core hours. Core hours are defined below. Personnel who fail to adhere to the spirit and intent of this program will lose the privilege and revert to the official agency hours (0800-1630) with a 30-minute lunch break.

(3) All employees must work during the core hours of 0900 to 1130 and 1300 to 1530 each work day. Any time missed during these two core periods will be charged as leave and cannot be made up by working during the flexible hours. The remaining hours within the overall period of 0700 to 1800 are flexible hours. There are three flexitime periods: 0700-0900; 1130-1300 (excluding a 30-minute lunch break); and 1530-1800. An employee who has reported for work may be granted time away from work during the flexible hours without being charged with leave provided the supervisor is given advance notice and the employee is able to complete an 8-hour day between 0700 and 1800.

0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800
Flexible hours		Core hours		Flexible hrs/ lunch		Core hours				Flexible hours	

(4) Organizations or organizational units using FWS will be required to record employees work hours and leave through the use of the Flexitime Record (MSC 5660/6, Enclosure (2)), or any other appropriate method, to document daily work periods and control time and attendance.

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(a) The Flexitime Record may be maintained by an individual, or employees may be required to sign-in and sign-out on a daily basis and initial the Flexitime Record or any other appropriate method for accurately recording employee work hours and leave.

(b) Tardiness within core hours will be handled as matters under jurisdiction of the immediate supervisor in accordance with current directives and supervisor's authority.

b. Travel. Employees will work the schedule of the temporary duty station or revert to the basic workweek as required.

c. Training. Most training courses are held to an 8-hour timeframe. Therefore, the employee will normally revert to the basic workweek for pay period(s) while in training.

d. Leave. Employees on FWS will request and use leave in accordance with normal procedures.

2-2 Office Coverage. In each MSC organization and organizational unit at least one-half of the personnel must arrive for work by 0800 and at least one-half must work until 1630. Employees and supervisors are encouraged to cooperate in arranging hours as necessary to ensure this coverage. Once an employee's hours have been established, the employee may deviate from them only with the prior approval of the supervisor.

CHAPTER 3

COMPRESSED WORK SCHEDULE

3-1 Procedures and Requirements Applicable to Compressed Work Schedules

a. CWS employees select a starting time at 15-minute intervals from 0600 to 0830 flexible hours. Core hours are from 0830 to 1530. The workday will end between the 1530 to 1800 flexible hours. A 30-minute lunch break will be taken midday. Employees may request to be absent during core time (or a portion of core time).

b. Employees on CWS must select a schedule listed below:

GROUP 1 - FIRST MONDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	OFF	9	9	9	9	36
2	8	9	9	9	9	44
TOTAL	80					

GROUP 2 - SECOND MONDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	8	9	9	9	9	44
2	OFF	9	9	9	9	36
TOTAL	80					

GROUP 3 - FIRST TUESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	OFF	9	9	9	36
2	9	8	9	9	9	44
TOTAL	80					

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GROUP 4 - SECOND TUESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	8	9	9	9	44
2	9	OFF	9	9	9	36
TOTAL	80					

GROUP 5 - FIRST WEDNESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	OFF	9	9	36
2	9	9	8	9	9	44
TOTAL	80					

GROUP 6 - SECOND WEDNESDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	8	9	9	44
2	9	9	OFF	9	9	36
TOTAL	80					

GROUP 7 - FIRST THURSDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	OFF	9	36
2	9	9	9	8	9	44
TOTAL	80					

GROUP 8 - SECOND THURSDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	8	9	44
2	9	9	9	OFF	9	36
TOTAL	80					

GROUP 9 - FIRST FRIDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	9	OFF	36
2	9	9	9	9	8	44
TOTAL	80					

GROUP 10 - SECOND FRIDAY OFF

WEEK	MON	TUE	WED	THUR	FRI	TOTAL
1	9	9	9	9	8	44
2	9	9	9	9	OFF	36
TOTAL	80					

3-2 Travel. Employees will work the schedule of the temporary duty station or revert to the basic workweek as required. If the work schedule at the temporary duty station will permit the employee to maintain CWS without disruption to or extension of the assignment, the employee may be allowed to do so. If changed to the basic workweek, the employee remains on that work schedule for all pay periods while in travel status.

Example:

An employee travels to a temporary duty station for a 3-day assignment. If it is determined that the employee will spend as many hours at the temporary work site as he/she would at his/her permanent work site, the employee may be allowed to maintain his/her CWS and adjust his/her regular day off (RDO) if necessary.

Note: If the employee's RDO is changed, the adjusted day off must be taken within the same pay period.

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3-3 Training. Most training courses are held to an 8-hour timeframe. Therefore, the employee will normally revert to the basic workweek for pay period(s) while in training. However, this does not apply if the training course schedule permits the employee to maintain the CWS.

Examples:

(1) An employee attends a training course near the workplace, and the course schedule permits the employee to fulfill the obligated number of duty hours of his/her prearranged CWS. The employee would be present at his/her work site before and/or after the class times. The employee may be allowed to maintain his/her CWS and adjust his/her RDO if necessary.

Note: If the employee's RDO is changed, the adjusted day off must be taken within the same pay period.

(2) If an employee attends a training course where the course schedule does not permit the employee to fulfill the obligated number of duty hours of his/her prearranged CWS, the employee must revert to the basic workweek while in training.

3-4 Leave

a. Annual and Sick Leave. An employee on approved annual or sick leave will be charged leave according to his/her work schedule (e.g., 9 hours for a scheduled 9-hour day, 8 hours for a scheduled 8-hour day)

b. Military Leave. Military leave is charged in 1-day increments of 8 hours. During military leave periods, employees will revert to a basic workweek.

c. Holiday Leave

(1) When a holiday occurs on an employee's RDO, "in lieu of holiday" is as follows:

Holiday	Day Off
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Wednesday
Friday	Thursday

(2) The holiday will comprise the number of hours the employee is regularly scheduled to work that day. (R

d. Court Leave. During periods of court leave, employees will revert to basic workweek.

3-5 Office Coverage. As a guide, no more than 10 percent of the work force will be absent on a schedule CWS day off.

PART 1 - EMPLOYEE INFORMATION AND SCHEDULE SELECTION *(Employee complete items 1 through 6)*

Enclosure (1)

FLEXTIME RECORD

REPORTING OFFICE																PAY PERIOD ENDING															
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TIME	NAME																NAME															
	FIRST WEEK								SECOND WEEK								FIRST WEEK								SECOND WEEK							
	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT				
IN																																
OUT																																
OVERTIME																																
COMP TIME																																
LEAVE																																
INITIALS																																

TIME	NAME																NAME															
	FIRST WEEK								SECOND WEEK								FIRST WEEK								SECOND WEEK							
	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT				
IN																																
OUT																																
OVERTIME																																
COMP TIME																																
LEAVE																																
INITIALS																																

TIME	NAME																NAME															
	FIRST WEEK								SECOND WEEK								FIRST WEEK								SECOND WEEK							
	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT				
IN																																
OUT																																
OVERTIME																																
COMP TIME																																
LEAVE																																
INITIALS																																

REMARKS:

INSTRUCTIONS

The Flexitime Record must be maintained at a central location in the office or division. The Record shall be completed each day by having each employee indicate the time of his/her arrival and departure using military time such as 0715, 1320, 1745. At the end of each day, the employee will initial the entry in the last column. Any leave taken should be indicated such as 2-A (annual), 1-S (sick), 8-0 (other) to alert the timekeeper that leave must be indicated on the basic T&A report. This report will be retained in the office or division for a period of one year.